

## Monthly Progress Report - Instructions

- (1) The monthly progress report represents work completed from the 20<sup>th</sup> of the previous month through the 19<sup>th</sup> of the current month.
- (2) Reimbursement will occur after the progress report is received each month.
- (3) Each progress report will be reviewed for accuracy and clarity. Reports will be returned for correction if necessary. In addition, each progress report will be compared to the planned progress as detailed in the reappraisal plan. If work completed is more than 10% behind planned progress, the reappraisal will be considered out of compliance.
- (4) ACD review will be conducted only on work that is reported as complete on the progress report.
- (5) It is important that the description be detailed enough that exact parcels can be determined. For example, if data collection/review and data entry for all 40 parcels in "Allen Subdivision" was complete, the description "Allen Subdivision" would be sufficient. However, if data collection/review and data entry was complete for only 20 of those parcels, further breakdown would be needed. If necessary include an attachment and enter "See attached".
- (6) The "Number of Parcels" for which data collection/review and data entry is reported complete refers to the number of parcels that have had initial data collection, any necessary follow-up review, and the resulting data input. Do not enter totals for those parcels that have had data collection only or data collection/review only.
- (7) The "Number of Parcels" for which valuation is reported complete refers to the number of parcels that have final values and corresponding entry into the CAMA system. This includes lot values, location factors, and soil coding where applicable.
- (8) Data collection/review and data entry for agricultural use parcels is considered complete when data collection/review and data entry of improvements has been done. Use determination can be made on site and/or with up-to-date aerials and is considered part of the valuation process for audit purposes.
- (9) Use the "Other Tasks Completed" column to describe work such as "Setup" or "Maintenance Only". No totals are needed for this column. Include "Soil Coding" if dates are different from planned geographical progress.
- (10) Further review or adjustments are expected occasionally, but no previously reported work should be listed again on the progress report.
- (11) Do not include maintenance work totals on the monthly progress report. However, an explanation of the methods used and a printout listing reviewed parcels should be available to auditors visiting the county.
- (12) Always submit this particular form. Use the comments section or an attachment if necessary.
- (13) Provide an explanation if actual progress is not within 10% of planned progress.
- (14) Please *list the overall total for the month*.